



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education State Planning and Operations Division State Office Building Atlanta, Georgia 30334	Application Number 81-227	
Application Number		Date Received MAR 27 1981	Date Completed APR 16 1981
2. Person to Contact Edward W. Fleuren		Working Title Vocational Management Information System Coordinator	Telephone Number 656-3435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 To Date		5. Records Series Title (followed by title used in office; if different) Vocational Management Information System Computerized Output Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Vocational M.I.S. (Management Information System) Coordinator is responsible for coordinating the design, development, implementation and maintenance of the Vocational Education Management Information System that includes 187 local school systems, 24 area vocational-technical schools, three (3) junior college programs, and four (4) adult centers. The MIS provides program planning and evaluation data on vocational students, staff, facilities, equipment, follow-up occupational placement, financial/cost analysis and occupational training needs information. The MIS includes the operation and supervision of four (4) regional data centers in accordance with contracts with four (4) local school systems.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: providing a program planning and evaluation data processing system to enable state staff to appraise and to optimize the effectiveness of their programmatic efforts at both secondary and postsecondary levels. Included are: six report series (equipment inventory files scheduled separately on #81-69): <u>Enrollment</u> , <u>Staff</u> , <u>Placement</u> , <u>Follow-Up</u> , <u>VEDS</u> and <u>Special Reports</u> . Types of reports include but is not limited to: Administrative Summary Report by school, by system, by course title; Program Manager's Report by taxonomy, by school, by class; Analysis of Short-Term Training; Instructors by Program Area; Full-Time Equivalents by schools, by taxonomy; Placement and Follow-Up Evaluation by school. Frequency of reports include: beginning of year, quarterly, interim reports, end of year, and upon request on various special reports. (NOTE: Class roll data by student name is not collected for use at state level.) File is arranged: chronologically by run date, by report series and by school level (secondary and postsecondary).			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) <u>18 linear inches</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value? Not to Archives.
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. See Schedule #81-73, 81-111, and 81-136.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. See Schedule #81-73, 81-111, and 81-136.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partially in this and other Voc. Ed. division offices, in the data centers and in the local systems.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? It is a computer printout.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ 5 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

End of Year and Annual Reports - Cut off at end of each calendar year; hold in current files area two (2) years; then transfer to State Records Center; hold three (3) years; then destroy.

Beginning of Year Staff Validation Report, First Quarter and Monthly Placement and Follow-Up Reports - Hold in current files area six (6) months; then destroy.

Quarterly Enrollment and Interim Staff Reports - Hold in current files area one (1) year; then destroy.

Record Copies of Special Reports Retained in this Unit - Destroy when superseded, obsolete, or no longer needed for reference.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3/26/81	Walker L. Baumgardner	3-25-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	4-13-81
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	4-13-81
			4-13-81